

**Community Preservation Committee**  
**Meeting Minutes**  
**December 21, 2016**  
7:30pm

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In attendance were:     Andrew Bengtson  
                                  Clarissa Rowe  
                                  Charles Tirone  
                                  David Levy  
                                  Eric Helmuth  
                                  Leslie Mayer  
                                  Mike Cayer  
                                  Kin Lau  
Not in attendance:     JoAnn Robinson  
                                  Richard Murray  
Also in attendance:     Jim Feeney, Assistant Town Manager

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1. **Meeting Opened:** Clarissa Rowe called the meeting to order at 7:31pm. Clarissa Rowe introduced new Committee member Kin Lau, the new ARB designee replacing Mike Cayer who is leaving the ARB at the end of January. The Committee reviewed the minutes of December 12, 2016. Leslie Mayer suggested corrections. Charles Tirone moved to approve as amended, Mike Cayer seconded. All voted in favor.
2. **Friends of Menotomy Rocks FY2018 CPA Application:** David White from the Conservation Commission and the Water Bodies Fund spoke to the Committee about the Friends of Menotomy Rocks Park pending application for \$11,000 from the Water Bodies Fund. They hope to receive \$6,000 for two weed treatments and \$5,000 for reinstalling an aeration pump in Hills Pond next year. The Committee discussed ongoing maintenance needs for Hills Pond. The stilling basin is being dredged now and was last dredged 23 years ago, despite an optimum interval of five years. Clarissa Rowe voiced the need for a coordinated and holistic approach to managing this resource, noting that the pump is useful but will not solve the fundamental problems. Jim Feeney said he does not advise funding just the reinstallation of the aeration pumps if there is no concrete plan to restore electricity for their operation. Charles Tirone recommended that no part the \$5k request to the water bodies fund be approved until the study proposed for CPA funding is performed. Clarissa Rowe agreed that the highest priority is the CPA funded study for \$49,000. The Committee expressed consensus that no major work should be done at the pond until the study is completed.
3. **Financial Status of CPA Funds:** There were no updates as there have been no changes from last week's meeting.
4. **CPA Project Signs:** Clarissa Rowe said she approved an invoice for 10 CPA project funding signs from Arlington Swifty Printing to be displayed while projects are in progress. Jim Feeney presented a sample of the produced sign, which was designed by Committee member Andrew Bengtson. The Committee was pleased with the final product.

5. **Whittemore Robbins Carriage House Design Update:** Jim Feeney updated the Committee on the following developments to this FY2017 CPA project in progress. The modern garage doors will not be replaced but instead restored with a board-style carriage doors that will swing open. Garage entries will be restored to have an overhang and a hardscaping setback, which will restore them to a previous state discovered through old photographs. The project will use asphalt shingles that look like slate to restore the original appearance. Wood gutters will be lined with copper sheeting for longevity. The Historical Commission is hoping for a restoration of the historic cupola on the roof but that will depend on final costs pending contingency overruns. The construction schedule will coordinate carefully with the many public uses; the exterior restoration is expected to be completed by Town Day. The Committee expressed consensus approval of these developments.
6. **Public presentations for FY2018 applicants:** Clarissa Rowe inquired about CPAC member availability for each of the 3 dates, January 31, February 1, and February 2. The Committee agreed to ask ACMi to record each meeting for broadcast.
7. **Discussion of remaining FY2018 project applications:**
  - Mystic River Watershed Association: Leslie reported that MyWRA has answered her questions regarding the application. The proposed CPA funded study is to establish technical feasibility first, then build community support, and then approach private abutters. The Committee expressed consensus support for this approach.
  - HCA: David Levy submitted written questions for the Housing Corporation of Arlington to answer.
  - Park and Recreation Commission – The Committee expressed strong consensus support for this application.
  - Cemetery Commission: Clarissa Rowe suggested that this proposal still needs refinement to integrate the conflicting information the Cemetery Commission has received and to further define the work. Andrew Bengtson and Clarissa Rowe expressed concern that \$6,000 is too low for the CME component of the budget, and they both noted considerable needs with abutting walls. Clarissa Rowe said we need ensure there is adequate structural engineering testing. Kin Lau suggested they investigate ultrasonic nondestructive testing with Simpson Gumpert, instead of starting off with destructive testing.
  - Friends of Whittemore Robbins Memorial Gardens: The Committee expressed consensus support for this application.
  - Conservation Commission: Charles Tirone said the revised application was submitted to clarify why the project was structured as an incremental multi-year program. He also noted that the Conservation Commission has a new administrator starting January 1 who has background in environmental science. Leslie Mayer said that the Park and Recreation Commission has questions about the process for further review and approval of the alternatives. Clarissa Rowe said they need to clarify if this is a final design. Jim Feeney said the timeline is ambitious.
  - Planning Department: The Committee expressed consensus support for the Historic Survey and Inventory application. Clarissa Rowe said she is meeting with Jenny Raitt tomorrow to communicate the Committee's previously voiced concerns that the renovations for the Whittemore Park application be cohesive and historically aware.

8. **Other Business:** The chair reported that the Town's Public Information Officer is requesting basic information about CPAC activities for the Annual Town Report. She assigned the task to the communications Sub-Committee, which consists of Eric Helmuth and Andrew Bengtson.

Jim Feeney updated the Committee on the newly formed Public Land Maintenance Working Group. Members are still being identified and existing best practices and records are being reviewed. Mike Cayer said is important CPAC to insist that each project have a maintenance plan that is sustainable without future CPA funding. Kin Lau suggested we suggest that vendor deliverables of video documentation of the required routine maintenance being performed.

9. **Adjournment:** Clarissa Rowe adjourned the meeting at 8:35pm.